

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

21 AUG 1972

MEMORANDUM FOR: Mr. David R. Young
Executive Director, Interagency
Classification Review Committee

SUBJECT: Executive Order 11652 - Data
Index System

1. This paper identifies the material to be controlled and outlines the CIA proposal for implementing the Data Index System required by the NSC Directive on E.O. 11652.

2. Executive Order 11652 describes the new rules for classifying and declassifying national security information and material. More specifically, it prescribes the procedures to be followed in downgrading and ultimate declassification, the authority for exempting certain categories of national security information from the order, and, of particular importance, the requirement to maintain and retrieve accountability records.

3. Paragraph VII of the National Security Council Directive implementing Executive Order 11652 specifies that Departments originating classified information establish a Data Index System for Top Secret, Secret and Confidential information in selected categories approved by the Interagency Classification Review Committee (ICRC). Accountability data to be included in the Data Index System includes:

SUBJECT: Executive Order 11652 - Data Index
System

- a. Identity of the Classifier
- b. Department of Origin
- c. Addressees
- d. Date of Classification
- e. Subject/Area
- f. Classification Category and
whether subject to or exempt
from the General Declassification
Schedule
- g. Exemption Category
- h. Date or event set for declassification
- i. File Designation

4. In addition to the above requirements, the ICRC Computer Working Group Subcommittee has noted the need to incorporate a counting capability in the system as a means of determining trends and to produce statistical summaries.

5. In accord with CIA Regulation approved by the ICRC, the Executive Director-Comptroller has reviewed materials classified by CIA and has selected finished intelligence as that category of classified material having sufficient historical or other value to warrant preservation and indexing within the context of paragraph VII of the NSC Directive covering E.O. 11652. CIA experience with historical researchers was a major factor in this determination. Over time, the overwhelming majority of requests to CIA for release of information (whether originating within the government, from academic circles or the press) have been pointed towards access to finished intelligence.

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SUBJECT: Executive Order 11652 - Data Index
System

STAT 6. The Executive Director has also instructed the Central Reference Service to proceed with the preliminary work on the Data Index--subject to ICRC approval of finished intelligence as the input into the CIA Data Index responsive to E.O. 11652. In accord with CIA [] the Central Reference Service has consulted with the concerned Directorates regarding the specific finished intelligence to be indexed into the system. CRS already indexes much of the CIA produced finished intelligence, but this review suggests some additional index coverage is both desirable and feasible. Only minor changes to current indexing procedures are required, i.e., exemption information, but the work load incurred by extending series coverage will approximate 8.5 man weeks annually. This increase can be absorbed within existing manpower ceilings.

7. CIA will incorporate the Finished Intelligence Accountability Records into a computer based bibliographic citation system called AEGIS. The system provides a retrospective search capability of machine language document citations leading to a manual hard copy/microfilm document file. Typical retrieval time is 12 hours for routine queries. Input to the machine language data base will utilize page reader forms (Annex C).

8. The AEGIS software also includes the function of selective counting. This feature produces, on request, printed counts of record types for the ultimate purpose of determining trends. A request could, for example, be formulated to count the number of exempt documents of any category (or combination

SUBJECT: Executive Order 11652 - Data Index
System

of categories) produced by a particular office over a period of time. When exact accounting requirements are known, such queries would be standing queries, processed on a fixed schedule. The results of the selective counting queries would be manually recorded and periodically evaluated. The AEGIS system is more fully described in Annex A.

9. The data elements required for the Data Index will be available through a combination of automated and manual procedures.

Identity of Classifier - The identity of the classifier is recorded on the individual document. The document can be retrieved directly from the file by document number or can be located by machine search using the search parameters discussed below.

Department of Origin - The originating component for CIA documents is available in coded form in the computer file. (See Document Number field, Annex D)

Addressees - CIA disseminates finished intelligence using standard distribution lists. The addressee(s) for any document can be determined by consulting such lists.

Date of Classification - The publication date of the document is indexed in the computer file. (See Publication Date field, Annex D)

Subject/Area - Coded subject/area information is available in the computer file. (See Subject and Area fields, Annex D)

SUBJECT: Executive Order 11652 - Data Index
System


Classification Category - Classification, dissemination and codeword controls are indexed in the computer file. (See Classification, Dissemination and Codeword Control fields, Annex D and Annex B)

Exemption Category - The exemption category, or the declassification date is available in the computer file. (See Exemption Category field, Annex D)

Date or event set for Declassification - See Exemption Category above.

File Designation - Not applicable. All finished intelligence is filed in one all source subject area file.

10. Some modification of the AEGIS software will be required to accommodate additional data elements required by the NSC Directive, but not currently indexed, e.g., the inclusion of declassification and exemption data. These modifications will in turn require changes to existing input procedures, stored file definition tables and program documentation. Fortunately the modifications will not be extensive because of the inherent flexibility of a generalized software package.


Director, Central Reference Service

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Attachments:
Annexes A through D

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Next 13 Page(s) In Document Exempt

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Next 9 Page(s) In Document Exempt

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